

Subdivision Name: _____

INSTRUCTIONS:

- **Apply online at www.mygovernmentonline.org. Provide 4 hard copies of the Preliminary Plan and 1 copy each of other submitted documents to Development Services Intake staff, 512-401-5100.**
- **Submittals are due by NOON on the subdivision submittal date. See attached schedule.**
- Fill out the following application and checklist **online** completely prior to submission.
- The most current application is located on the City's website (www.cedarparktexas.gov) for your reference as well as **online at www.mygovernmentonline.org.**
- Incomplete applications cannot be accepted for review.
- Place a check mark on each line if you have complied with that item. Indicate with N/A if the item does not apply to your subdivision. ***This checklist is only a guide. All state and local subdivision requirements cannot be reflected on this checklist.*** If there are any questions regarding subdivision regulations, the applicant should consult the source law. City ordinances can be obtained from the City of Cedar Park at our website or City Hall.
- Submit the completed application package and all subsequent documentation and updates by:
Uploading to www.mygovernmentonline.org (preferred)
or providing hard copies to Development Services Intake / 450 Cypress Creek Road, Building 2 / Cedar Park, TX 78613

(Submittal Date – Office Use Only)

REQUIRED ITEMS FOR SUBMITTAL PACKAGE:

The following items are required to be in order for the Subdivision Application to be accepted for review.

- ☐ 1. Completed and signed application/checklist. **Clearly identify the uploaded document as the application.**
- ☐ 2. Four (4) prints of Preliminary Plan and all documents that were uploaded online (that includes the proposed preliminary plan and all other items required on this application). These **MUST** be uploaded online. **Clearly identify each uploaded document.**
- ☐ 3. One (1) copy of **each**: ___ drainage study and ___ utility schematic/plan. **Clearly identify each uploaded document as a drainage study and utility schematic/plan.**
- ☐ 4. One (1) copy of parks proposal letter (residential subdivisions). If the park plan has been approved prior to this submission, submit copy of approved plan. **Clearly identify the uploaded document as a parks proposal letter or approved plan.**
- ☐ 5. One (1) copy of an aerial or tree survey and a .pdf., identifying the locations of protected trees as specified in the tree and landscape ordinance and superimposed onto the subdivision layout. Identify all protected trees that are proposed for removal. **Clearly identify each uploaded document.**
- ☐ 6. Is this plan a part of an approved PUD? **Y/N** If yes, name of PUD: _____
 6a. If yes, provide letter outlining PUD development requirements and how they are addressed on the plan, if applicable. **Clearly identify the uploaded document.**
- ☐ 7. A tax map highlighting the subject property. **Clearly identify the uploaded document as a tax map.**
- ☐ 8. Copy of deed showing current ownership. **Clearly identify the uploaded document as a deed.**
- ☐ 9. TIA Determination
- ☐ 10. Annexation Petition and Letter requesting water and wastewater service where applicable.
- ☐ 11. Fees:
 - _____ Planning Division Review Fee: \$500 plus \$48 per lot or acre (whichever is greater) plus,
 - _____ Public Works Review Fee: \$750 plus \$10 per lot or acre (whichever is greater) plus,
 - _____ Fire Marshal Review Fee: \$50 plus,
 - _____ GIS Digitizing Fee: \$25 plus,
 - _____ Professional Fee: \$200 non-refundable base professional fee recovery* plus,
 - *Additional fees may be charged for professional expenses incurred (Ordinance CO-01-01-25-M.1.)
 - _____ TIA fee (if applicable):
 - (A) 2,000 – 5,000 trips per day → \$1,500
 - (B) 5,001 – 10,000 trips per day → \$2,400
 - (C) 10,001 - 15,000 trips per day → \$3,300
 - (D) 15,001+ trips per day → \$3,700
 - (E) TIA Revision → ½ current TIA fee
 - _____ **Total Fee**

(Note: Original reproducible is retained by the applicant until all comments have been received and responses prepared.)

Please Note: The signature of owner authorizes City of Cedar Park staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the applicant or his agent/applicant has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with.

Note: The agent/applicant is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent/applicant. If no agent is listed, the owner will be considered the agent.

(Check One:)

☐ *I will represent my application before the Planning Division and/or Planning & Zoning Commission.*

☐ *I hereby authorize the person named below to act as my agent/applicant in processing this application before the Planning Division and/or Planning & Zoning Commission.*

Owner's Name (printed)	Phone	Cell
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Owner's Address	City	State	Zip
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Owner's Signature	Date	Email Address
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Agent/Applicant Name: _____

Company: _____

Mailing Address: _____
Street City State Zip

Phone	Cell	Email address
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The following information shall be shown on the plan and/or submitted with the plan:

- _____ 1. Existing boundary lines of land to be subdivided are drawn with a heavy line.
- _____ 2. Scale 1"=100' is labeled on plan. (if over 100 acres, 1" = 200' for the overall plan)
- _____ 3. North arrow.
- _____ 4. Location sketch on front sheet.
- _____ 5. Subdivision title at the top of the first sheet.
- _____ 6. The following data is **completed on this form and** placed on the first sheet of the plan:

Owners: _____	
Address: _____	
Phone: _____	Mobile: _____
Acreage: _____	
Survey: _____	
Number of lots and proposed use (if more than one use is planned for the lots, provide land use summary showing # of lots are planned for each use): _____	
Date: _____	
Surveyor: _____	
Phone: _____	Mobile: _____
Engineer: _____	
Phone: _____	Mobile: _____

- _____ 7. Centerline radii of all curves in street ROW are labeled and checked for compliance with the minimum horizontal radii as required in Sec. 1.3.1, B of the Transportation Criteria Manual.
- _____ 8. ROW tangent spacing at intersections and between reverse curves is labeled.
- _____ 9. Location of the centerline of existing watercourses. ROW lines of existing railroads and other similar transportation features are shown.
- _____ 10. The 100-year floodplain, floodway, velocity zones, reference marks, elevation data and other information which can be transferred from the Flood Hazard Boundary Map (FHBM) or the Flood Insurance Rate Map (FIRM) to the plan map. A note identifying the data source and source date is included on the plan. OR--a note on the plan identifies that there are no identified flood hazard areas in the planned area and the appropriate FEMA map has been cited as the reference.
- _____ 11. Property lines of adjacent properties, and, where applicable, the names and lot lines of adjacent approved preliminary plans and final plats with record references of final plats.
- _____ 12. Existing and adjoining easements, including type/kind, dimensions, and any recordation information. Proposed easements including notes to be located on the first sheet (map page) to read as follows: ***A ten (10) foot PUE is hereby dedicated adjacent to all street ROW on all lots. A 5' PUE is hereby dedicated along each side lot line from the front property line to the front building line except where a side lot line is also the rear lot line of an adjacent lot in which case the 5' PUE is dedicated along the entire length of the side lot line. A seven and one half foot PUE is hereby dedicated adjacent to all rear lot lines.*** ***If the rear and side lot lines are not apparent on the plan, show easements graphically instead of the note.

- _____ 13. Existing adjoining lots and public areas.
- _____ 14. Names, location, width and dimension of proposed streets and alleys.
- _____ 15. The location, width and type of proposed easements.
- _____ 16. If the preliminary plan is only a part of a larger tract, a concept plan showing streets and land uses for the remainder of the tract is enclosed as a part of a Development Plan application.
- _____ 17. The acreage and proposed land uses for areas other than single family.
- _____ 18. Dimensions of lot lines.
- _____ 19. Name and right-of-way width of adjacent streets.
- _____ 20. Lot lines and numbers.
- _____ 21. Block letters. (Blocks are bounded by streets.)
- _____ 22. Building lines adjacent to street ROW and a note is provided on the first sheet as follows if inside the City limits: ***Setbacks not shown on lots shall conform to the City of Cedar Park Zoning Ordinance.***
- _____ 23. If the subdivision is within the city limits and is within 500 feet of a roadway specified in the **Corridor Overlay Ordinance**, provide the following note: ***"This subdivision shall comply with the Corridor Overlay Ordinance of the City of Cedar Park."*** Also, show and identify on the plan, a '25 foot landscape and pedestrian access easement' adjacent to any of the roadways identified in the Corridor Overlay Ordinance.
- _____ 24. Show school district boundary if located on or adjacent to the proposed subdivision.
- _____ 25. Note, limiting access to a specified roadway, if needed.
- _____ 26. Topographical information of not less than 5' contours spaced not more than 100 horizontal feet apart (based on USGS datum, datum specified by a note on the plan).
- _____ 27. The location, size and flow line of all existing drainage structures on the land being subdivided or adjacent to the land being subdivided.
- _____ 28. Names and addresses of owners of adjacent properties.
- _____ 29. Final plat section boundaries within the preliminary plan.
- _____ 30. Watershed information (if applicable):
_____ Lake Travis watershed (watershed report is enclosed showing compliance with LCRA standards)
_____ Edward's recharge zone (approval enclosed by TNRCC)
- _____ 31. Proposed water and wastewater utilities:
_____ City of Cedar Park
_____ Williamson/Travis County MUD #1
_____ private wells
_____ septic tanks or other individual sewage treatment system
_____ other _____
- _____ 32. Note prohibiting obstructions in drainage easements.
- _____ 33. The following note regarding: ***Sidewalks shall be installed on the subdivision side of [insert street name(s)]. Those sidewalks not abutting a residential, commercial or industrial lot shall be installed when the adjoining street is constructed. Where there are double frontage lots, sidewalks on the street to which access is prohibited are also required to be installed when the streets in the subdivision are constructed.*** (Chapter 12, Sec. 12; Cedar Park Code)

- ____ 34. Survey ties across **all** boundary streets indicating existing ROW width / location (and, if necessary for purposes of determining intersection/driveway spacing, to the centerline of adjacent intersecting streets/driveways).
- ____ 35. Interior residential lots to be served by an organized sewer system are at least fifty (50) feet in width at the front building line and at all points to a distance of fifty (50) feet behind the front building line. Corner residential lots to be served by an organized sewerage collection system shall be at least sixty (60) feet wide at the front building line and at all points to a distance of fifty (50) feet behind the front building line. (These provisions do not apply to townhouse lots.)
- ____ 36. Lots, which are not served by an organized sewerage collection system, are at least eighty five (85) feet wide at the building line and at all points for a distance of 75 feet to the rear of the building line.
- ____ 37. Sight distance at all intersections complies with Transportation Criteria Manual Sec. 1.3.1, D, 6 and Table 1-1.
- ____ 38. Curb return radii at intersections of street ROW comply with Transportation Criteria Manual Sec. 1.3.1, D, 3.
- ____ 39. Cul-de-sacs are designed so that stormwater drainage will be contained within the ROW of the cul-de-sac. Cul-de-sacs are oriented so that stormwater drainage will drain down the throat of the cul-de-sac to connect with street ROW rather than through a drainage easement located between or through lots, unless such an orientation is not feasible.
- ____ 40. Local residential streets are designed to avoid straight sections in excess of 800 feet in length and residential collector streets are designed to avoid straight sections in excess of 1,200 feet in length.
- ____ 41. Subdivision complies with the City of Cedar Park Roadway Plan.
- ____ 42. A statement by the surveyor indicating that all easements of record are shown or noted on the plan. (Easements with a legal description should be shown graphically)
- ____ 43. Variance request and justification (if applicable) plus a check for \$100 for the first variance requested and \$50 for each additional variance requested.
- ____ 44. If inside the City limits, subdivision complies with Cedar Park zoning ordinance. If preliminary plan does not comply with existing zoning, a re-zoning application is enclosed.
Current zoning (if inside City) _____
- ____ 45. Location of all existing structures, with a light dashed line and labeled.

2017 Subdivision Submittal Schedule / Review Dates

Submit by Noon	Comment Letter Sent Out	Update #1 Resubmittal by Noon	P&Z Packet Published	P&Z Meeting Date
12/19/2016	12/27/2016	1/3/2017	1/13/2017	1/17/2017
1/23/2017	1/31/2017	2/6/2017	2/17/2017	2/21/2017
2/21/2017	2/27/2016	3/4/2016	3/17/2017	3/21/2017
3/20/2017	3/28/2017	4/3/2017	4/14/2017	4/18/2017
4/17/2017	4/25/2017	5/1/2017	5/12/2017	5/16/2017
5/22/2017	5/30/2017	6/5/2017	6/16/2017	6/20/2017
6/19/2017	6/27/2017	7/3/2017	7/14/2017	7/18/2017
7/17/2017	7/25/2017	7/31/2017	8/11/2017	8/15/2017
8/21/2017	8/29/2017	9/5/2017	9/15/2017	9/19/2017
9/18/2017	9/26/2017	10/2/2017	10/13/2017	10/17/2017
10/23/2017	10/31/2017	11/6/2017	11/17/2017	11/21/2017
11/20/2017	11/28/2017	12/4/2017	12/15/2017	12/19/2017
12/18/2017	12/26/2017	1/2/2018	1/12/2018	1/16/2018

Red = Date changed due to holiday

** Resubmit update no later than 14 days prior to P&Z meeting.*

Subdivisions that are not able to clear comments by the "P&Z Packet Published" date shown on the above schedule will revert to the standard development submittal schedule and will require submittal of a "Voluntary Waiver of Right for 30-Day Action Letter".

2018 Meeting dates are tentative and have not been approved. Please verify.